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June 24, 2016
NOTICE OF JOB VACANCY
#16-158

An opportunity currently exists in the classified career service with the Department of Law and Public Safety, Division of Consumer Affairs, for permanent State employees in the competitive division who meet the below requirements:

TITLE: Senior Audit Account Clerk

SALARY: \$29,191.57 to \$40,569.46

LOCATION: Division of Consumer Affairs
124 Halsey Street
Newark, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DESCRIPTION: Under the direction of a Principal Audit Account Clerk or supervisory officer in a State department, institution, or agency, examines and checks calculations for completeness and accuracy, makes determinations and computations requiring a working knowledge of departmental rules, regulations, and policies, prepares and verifies payrolls, and/or may take the lead in a group of Audit-Account Clerks or other clerical employees; does other related work.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in the preparation, review and verification of financial records for correctness, completeness, and legality.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

If interested, please send a cover letter and copy of your current resume before the closing date of July 8, 2016 to:

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081, Trenton, NJ 08625-0085
or via email: LPS.Humanresources@lps.state.nj.us

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

